



**TOWN OF NORTH READING**  
*Massachusetts*

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**Department of Public Works**

**MAILBOX REIMBURSEMENT REQUEST FORM**

The Department of Public Works will reimburse up to \$50.00 for a replacement mailbox due to snowplowing operations.

The resident will need to purchase the necessary items to replace their mailbox (mailbox, post, etc) and send the original receipt to:

North Reading Department of Public Works  
235 North Street  
North Reading, MA 01864

**All requests for reimbursement need to be submitted to the Department of Public Works prior to June 30, 2016.**

Name of Resident:\_\_\_\_\_

Address of Resident:\_\_\_\_\_

Phone #:\_\_\_\_\_

Date of Damage:\_\_\_\_\_